

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

September 26, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking university housing space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., October 25, 2018.**

The agency and Real Property Services will determine which proposal best suits the university's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
CLEMSON UNIVERSITY**

UNIVERSITY HOUSING SPACE IN CHARLESTON COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – Clemson University – University Housing

- Location: The ideal location is on the Peninsula within a one (1) mile radius of the Cigar Factory located at 701 East Bay Street.
- Expected occupancy date: August 1, 2019.
- Term of Lease: Clemson University is seeking a two-year lease with two (2), two-year options to renew.
- A minimum of 20 beds are required, in apartment or suite style units with the option to increase number of beds in future. A suggested mix of unit types is below.

Type	Units	Beds
Studio	2	2
One-Bedroom	3	3
Two-Bedroom	2	4
Three-Bedroom	1	3
Four-Bedroom	2	8
TOTALS	10	20

- Ability to increase number of beds as necessary over the term is preferred.
- Private bedrooms/private baths with shared common areas are preferred.
- Each bedroom should have at least one cable outlet for cable TV.
- Lessor will provide wireless internet service to each unit.
- Routine maid service is not required.
- Lessor shall maintain any building common areas.



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- Amenities required: building security, bicycle parking/storage, vehicle parking and on-site laundry (inside unit preferred).
- Apartments should be furnished with residential hall-quality, high use furniture to include but not limited to:
 - Bedroom – bed, mattress, dresser, desk, chair and adequate closet/wardrobe space per occupant.
 - Kitchen/dining area – table and adequate seating.
 - Den/common living area – provide comfortable seating (sofa and chairs to accommodate the number of unit occupants), coffee or side table.
 - Appliances shall include, but not limited to refrigerator, stove/cooktop and microwave (preferred built-in).
 - In-unit washer/dryer are preferred. If washer/dryer are not included, a coin operated washer/dryer facility must be located on the Premises for easy access.
- The preferred unit price will include utilities (24/7) – (electricity, gas, water, trash removal, apartment maintenance, pest control, repairs to property, key replacement and maintenance of locks, maintenance of furniture and other furnishings provided by Lessor, and wireless internet service). Other utility building models will be considered; however, a statement of current billing levels for each type of unit should be included with the proposal.
- Property owner will be responsible for management and maintenance of the units. Clemson University will not take over responsibility.
- Property owner would handle communication directly with the student with copy to Clemson University.
- Clemson University would be responsible for placement of students in the beds and will provide contact information to property owner.
- Clemson University shall have the ability to sublease the units when programming at Clemson Design Center is not being conducted or if the number of students enrolled in the Clemson Design Center program is less than the 20-bed minimum.
 - Lessor is not responsible for tenant personal items as students will be required to carry personal property and liability coverage as part of their Clemson University rental agreement.
 - Lessor is responsible for maintaining a current background check on file for all maintenance employees. Service vendors and outside repairmen who will have access to the building must be escorted.
 - The Lessor will provide on-site security personnel for the residents and the building.
 - Lessor will paint each unit annually.
- Units should be move-in ready at the beginning of the lease.
- Property owner will be responsible for turnover cleaning service of units during the school year.
- Lease would be with Clemson University and Clemson University will be responsible for payment of the lease.
 - There should be no restrictions on Clemson University's ability to lease to students.
 - Payments to Lessor will be made quarterly in advance by the University.



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- Students who University Housing will place in the facility will fall under the University's current Housing policies and will be held to the student code of conduct, the Clery Act, Title IX, Title II, and other applicable laws and regulations.
- *Clemson University is not interested in seeking random leases of varying quantities in multiple locations where it cannot maintain management control over the residential life community.*
- The facility selected will serve as student housing and will be such that there will be no more than one student per bedroom.
 - Clemson University will be responsible for assignment of students to each bed and will assist in the distribution and maintenance of keys.
 - Clemson University will be responsible for the payment of the master lease. Students will be billed individually through the University's billing system as part of the students' program fee for the Clemson Design Center Charleston program.
 - An inventory of furniture and furnishings must be provided with proposal for each separate unit.

STATE REQUIREMENTS

- Standard State lease must be used which will be provided upon request or a copy is available on our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms>.
- No security deposits can be required for the units.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Lessor is responsible for all costs associated with ADA and fire/safety compliance.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 p.m., October 25, 2018**.
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan for each unit type and overall site plan/floorplans for the property/complex which shows amenities, vehicle and bike parking areas, laundry, etc.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Clemson University. Direct contact can be cause for automatic disqualification.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
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COLUMBIA, SC 29201
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